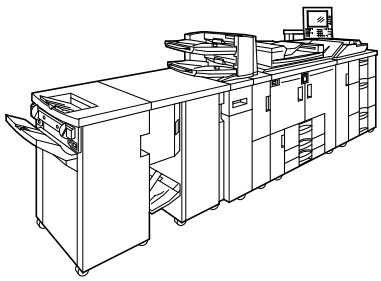
Operating Instructions

About This Machine



1 Getting Started

2 Entering Text

3 Appendix

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information before using the machine.

Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Notes:

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Laser Safety:

This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains multiple AlGaAs laser diodes, 10-milliwatt, 770-810 nanometer wavelength for each emitter. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

The following label is attached on the internal cover that is revealed when the front cover is opened.

Caution:

Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see p.8 “Machine Type”.)

- Type 1: 90 copies/minute (A4 ▯, $8^1/_2$" × 11" ▯)
- Type 2: 110 copies/minute (A4 ▯, $8^1/_2$" × 11" ▯)
- Type 3: 135 copies/minute (A4 ▯, $8^1/_2$" × 11" ▯)

Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

Power Source

220 - 240V, 50/60Hz, 16A

Please be sure to connect the power cord to a power source as above. For details about power source. See “Power Connection”, Troubleshooting.

Power Supply

The socket-outlet shall be installed near the product and shall be easily accessible.

Manuals for This Machine

Refer to the manuals that are relevant to what you want to do with the machine.

❖ **About This Machine**
Be sure to read the Safety Information in this manual before using the machine. This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided.

❖ **General Settings Guide**
Explains User Tools settings, and Address Book procedures such as registering e-mail addresses and, user codes. Also refer to this manual for explanations on how to connect the machine.

❖ **Troubleshooting**
Provides a guide to solving common problems, and explains how to replace paper, toner, staples, and other consumables.

❖ **Security Reference**
This manual is for administrators of the machine. It explains security functions that the administrators can use to protect data from being tampered, or prevent the machine from unauthorized use.
Also refer to this manual for the procedures for registering administrators, as well as setting user and administrator authentication.

❖ **Copy/ Document Server Reference**
Explains Copier and Document Server functions and operations. Also refer to this manual for explanations on how to place originals.

❖ **Printer Reference**
Explains Printer functions and operations.

❖ **Scanner Reference**
Explains Scanner functions and operations.

❖ **Network Guide**
Explains how to configure and operate the machine in a network environment, and use the software provided.
This manual covers all models, and includes descriptions of functions and settings that might not be available on this machine. Images, illustrations, and information about operating systems that are supported might also differ slightly from those of this machine.

❖ Other manuals

- Manuals for This Machine
- Safety Information
- Quick Reference Copy Guide
- Quick Reference Printer Guide
- Quick Reference Scanner Guide
- PostScript3 Supplement
- UNIX Supplement
- Manuals for DeskTopBinder Lite
  - DeskTopBinder Lite Setup Guide
  - DeskTopBinder Introduction Guide
  - Auto Document Link Guide

Note

❒ Manuals provided are specific to machine types.

❒ Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.

❒ For "UNIX Supplement", please visit our Web site or consult an authorized dealer.

❒ "PostScript3 Supplement" and "UNIX Supplement" include descriptions of functions and settings that might not be available on this machine.

❒ The following software products are referred to using general names:

Product name	General name
DeskTopBinder Lite [*1] and DeskTopBinder Professional	DeskTopBinder
ScanRouter EX Professional [*1] and ScanRouter EX Enterprise [*1]	the ScanRouter delivery software

[*1] Optional

What You Can Do with This Machine

This section introduces the features of this machine.

Note

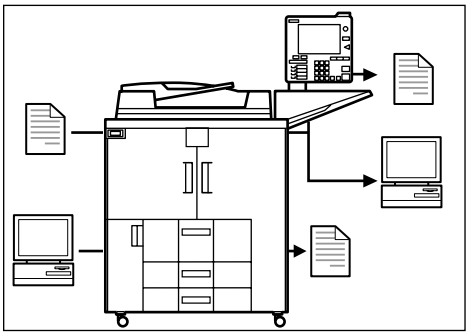
❒ For details about options, see “Options”.

Reference

p.11 “Options”

Copier, Printer, and Scanner Functions

This machine provides copier, printer (optional), and scanner (optional) functions.

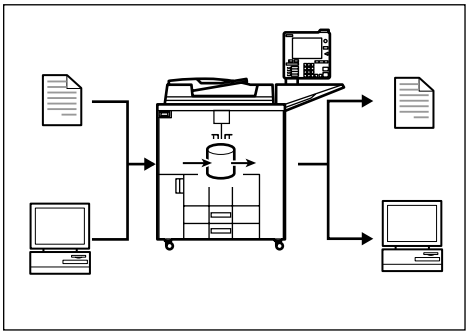


APF018S

- You can make copies of originals. With a finisher (optional), you can sort and staple copies. See Copy/Document Server Reference.
- You can print documents created in applications. See Printer Reference.
  You can print documents from Windows 95/98/Me (TCP/IP, IPP), Windows 2000 (TCP/IP, IPP), Windows XP/Server 2003 (TCP/IP, IPP), Windows NT 4.0 (TCP/IP, IPP), NetWare, UNIX (TCP/IP), and Macintosh (AppleTalk) environments because the machine supports all these (multi-protocol).
- You can scan originals and send scan files to a computer. See Scanner Reference.
- You can scan originals in full colour using the scanner function.

Utilizing Stored Documents

You can store files of originals scanned by this machine, or files sent from other computers, onto the hard disk of the machine. You can print the stored documents, as well as change print settings and print multiple documents (Document Server).

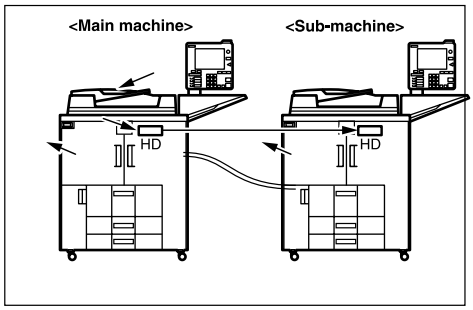


APF019S

- With DeskTopBinder, you can search, check, print and delete stored documents from your computer.
- You can also retrieve stored documents scanned in scanner mode.
- You can retrieve documents scanned in copier mode, if the Printer/Scanner unit is installed.
  For details, see Scanner Reference.
- With File Format Converter (optional), you can even download documents stored in copy and printer functions to your computer. See Network Guide.
- For more information about the machine's settings, see “Network Settings”, General Settings Guide.
- For more information about Document Server in printer mode, see “Saving and Printing Using the Document Server”, Printer Reference.
- For more information about Document Server in scanner mode, see “Storing Files Using the Scanner Function”, Scanner Reference.
- For more information about Document Server, see “Storing Originals in the Document Server”, Copy/Document Server Reference.
- For more information about DeskTopBinder, see DeskTopBinder manuals.

Connecting Two Machines for Copying

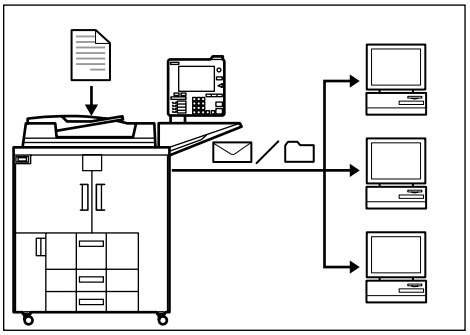
You can connect two machines together with Copy Connector (optional). When you set up a copy job on one machine (the main machine), data is transferred to the other (the sub-machine) so that copies can be made on both machines simultaneously (Connect Copy).



- You can complete large volume copy runs in shorter time. See “Connect Copy”, Copy/Document Server Reference.
- Even if one machine runs out of paper, or stops because of a paper jam, the other machine can still continue to finish the job. See “Connect Copy”, Copy/Document Server Reference.

Using the Scanner in a Network Environment

You can use a scanner over the network.

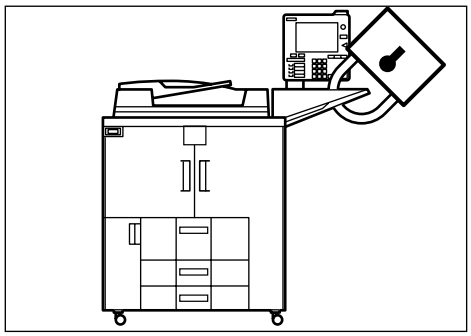


APF021S

- You can send scanned documents to other network computers using e-mail (Sending stored scan file by e-mail). See “Sending Scan Files by E-mail”, Scanner Reference.
- With the ScanRouter delivery software, you can store scanned documents in specified destinations on network computers (File storage). See Scanner Reference.
- You can send scanned documents to other network folders (Scan to Folder). See “Sending Scan Files to Folders”, Scanner Reference.
- You can use this machine as a delivery scanner for the ScanRouter delivery application (Network delivery scanner). You can save scan files in the delivery server or send them to a folder in a computer on the same network. For details about the machine's settings, see “Network Settings”, General Settings Guide. For details about how to use the function, see “When Using E-mail, Folder Sending, Storing or Network Delivery Function”, Scanner Reference.

Administrating the Machine/Protecting Documents (Security Functions)

You can prevent information leakage by managing the machine and protecting documents.



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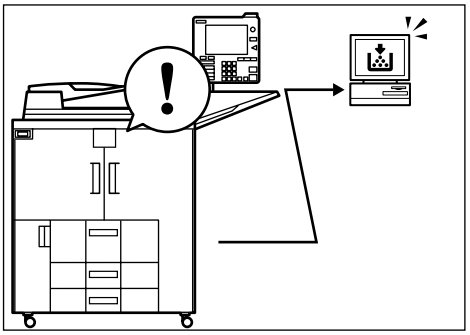
- You can protect documents from unauthorized access and stop them from being copied without permission. See Security Reference.
- You can control the use of the machine, as well as prevent machine settings from being changed without authorization. See Security Reference.
- By setting passwords, you can prevent unauthorized access via the network. See Security Reference.
- You can erase the data on the hard disk to prevent the information from leaking out. See the manual for the DataOverWriteSecurity Unit (optional) and Security Reference.

Monitoring the Machine Via Computer

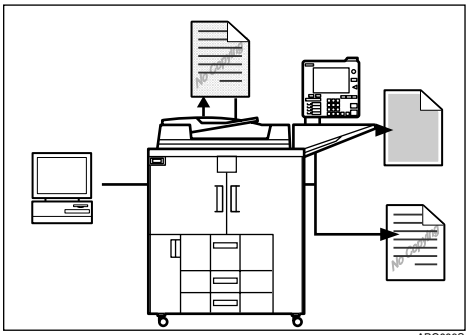
You can monitor machine status and change settings using a computer.



- Using SmartDeviceMonitor for Admin, SmartDeviceMonitor for Client, or a Web browser, you can use a computer to view the machine's status, such as checking on paper quantities, or misfeeds. See General Settings Guide.
- You can use a Web browser to make network settings. See General Settings Guide.
- You can also use a Web browser to register and manage items such as user codes, e-mail addresses, and folders in the Address Book.
  See the Web Image Monitor's Help.

Preventing an Unauthorized Copy

You can embed a pattern in the printed document to prevent it from being copied.



- Using the printer driver, you can embed a pattern in the printed document. If the document is copied on a machine with the Copy Data Security Unit (optional), protected pages are grayed out in the copy, preventing confidential information from being copied. In addition, the machine beeps to notify that unauthorized copying is being attempted.
  If the document is copied on a machine without the Copy Data Security Unit, the hidden text becomes conspicuous in the copy, showing that the copy is unauthorized.
- Using the printer driver, you can embed text in the printed document for unauthorized copy prevention. If the document is copied on this or other machines, the hidden text appears in the copy, discouraging such unauthorized copying.
  See the printer driver Help, Printer Reference, and Security Reference.

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Notice

Electromagnetic Interference Conformance Standards Governing Use of This Machine(Including Optional Accessories)

Warning:

Class A ITE:

This is a Class A product. In a domestic environment this product may cause radio interference in which case user may be required to take adequate measures.

Notice To Wireless LAN Interface (optional) Users

Notice to Users in EEA Countries

This product complies with the essential requirements and provisions of Directive 1999/5/EC of the European Parliament and of the Council of 9 March 1999 on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

The CE Declaration of Conformity is available by accessing the URL:

http://www.ricoh.co.jp/fax/ce_doc/.

This product is only for use in EEA or other authorized countries. Outdoor use of this product in Belgium, France, Germany, Italy, or the Netherlands is prohibited.

How to Read This Manual

Symbols

This manual uses the following symbols:

⚠ WARNING:

Indicates important safety notes.

Ignoring these notes could result in serious injury or death. Be sure to read these notes. They can be found in the “Safety Information” section of this manual.

⚠ CAUTION:

Indicates important safety notes.

Ignoring these notes could result in moderate or minor injury, or damage to the machine or to property. Be sure to read these notes. They can be found in the “Safety Information” section of this manual.

Important

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

Note

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

Reference

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[ ]

Indicates the names of keys that appear on the machine’s display panel.

【 】

Indicates the names of keys on the machine’s control panel.

Safety Information

When using this machine, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠ ***WARNING:***
Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ ***CAUTION:***
Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

⚠ *WARNING:*

- ***Connect the machine only to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.***
- ***Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.***
- ***To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.***
- ***Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:***
  - ***You spill something into the machine.***
  - ***You suspect that your machine needs service or repair.***
  - ***The external housing of your machine has been damaged.***
- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.***
- ***Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.***
- ***If the power cord is damaged (exposure of the core, disconnection, etc.), contact your service representative to change a new one. Operating the machine with a damaged power cord may cause an electric shock or fire.***
- ***Disposal can take place at our authorized dealer.***

⚠ *WARNING:*

- ***Dispose of the used toner container in accordance with the local regulations.***
- ***Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.***

⚠ *CAUTION:*

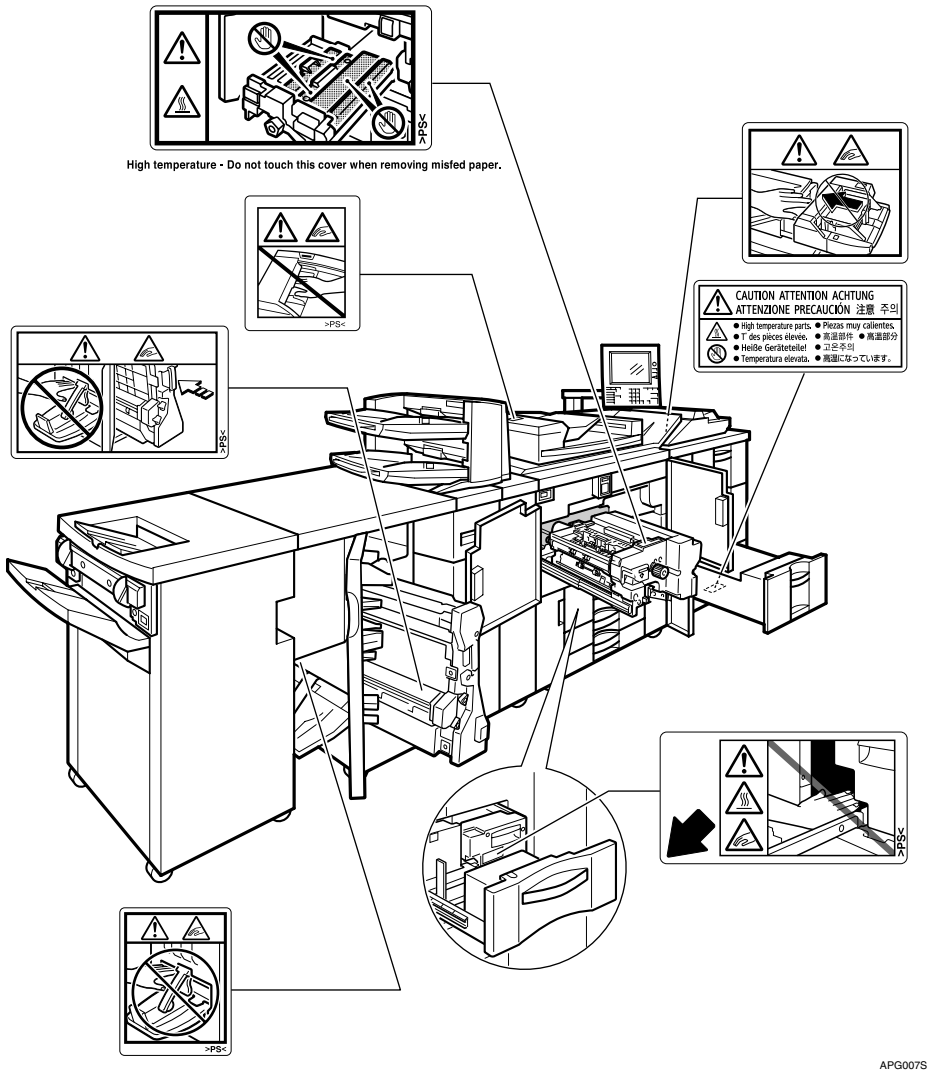
- *When loading paper, take care not to trap or injure your fingers.*
- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you use only the expendable supplies available at an authorized dealer.*
- *Before moving the machine, be sure to disconnect all external connections, especially the power cord from the wall outlet. Damaged power cords are a fire and electric shock hazard.*
- *To disconnect the power code, pull it out by plug. Do not drag the code itself. Doing so may result in damage to the code, leading to fire or electric shock.*
- *Protect the machine from dampness or wet weather, such as rain and snow.*
- *Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.*
- *After you move the machine, use the caster fixture to fix it in place. Otherwise the machine might move or come down to cause an injury.*
- *Make sure the room where you are using the machine is well ventilated and spacious. Good ventilation is especially important when the machine is used heavily.*
- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.*
- *Keep toner (used or unused) and toner containers out of the reach of children. See a doctor immediately if you accidentally swallow toner.*
- *If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.*
- *If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.*

⚠ *CAUTION:*

- *If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.*
- *Avoid getting toner on your clothes or skin when removing a paper jam or replacing toner. If your skin comes into contact with toner or used toner, wash the affected area thoroughly with soap and water.*
- *If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible.*
- *For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.*
- *The inside of the machine could be very hot. Do not touch any parts other than specified in this document when removing misfed paper. Otherwise, it may cause burn injury.*
- *Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or machine failure.*
- *Open toner cartridges carefully. If you open them forcefully, toner can spill, dirtying your clothes or hands, and possibly resulting in accidental ingestion.*

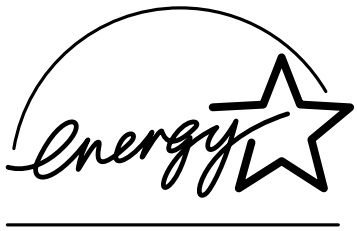
Positions of ⚠WARNING and ⚠CAUTION labels

This machine has labels for ⚠WARNING and ⚠CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.



ENERGY STAR Program

ENERGY STAR®



As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

❖ **Low-Power mode**

This product automatically lowers its power consumption 15 minutes after the last copy or print job has finished. Printing is still possible in Low Power Mode, but if you wish to make copies first press the **【Energy Saver】** key.

❖ **Off Mode (Copier only)**

To conserve energy, this product automatically turns off 90 minutes (Type 2, 3: 120 minutes) after the last copying or printing job has been completed. Printing is still possible in Off Mode, but if you wish to make copies first press the operation switch.

❖ **Sleep Mode (Printer, Scanner installed)**

If the printer and scanner are installed, this product automatically lowers further its power consumption 90 minutes (Type 2, 3: 120 minutes) after it has shifted to Low Power Mode. Printing is still possible in Sleep Mode, but if you wish to make copies first press the operation switch.

❖ **Duplex Priority**

The ENERGY STAR Program recommends the duplex function. By conserving paper resources this function reduces a burden to the environment. For applicable machines, duplex function (one-sided originals→two-sided copies) is selected preferentially when the operation switch or the main power switch is turned on, the 【**Energy Saver**】 key is pressed, or the machine resets automatically.

		Copier only		
		Type 1	**Type 2**	**Type 3**
Low-power Mode	Power consumption	113.3W	129.7W	121.1W
	Default interval	15 minutes		
Off Mode	Power consumption	4.1W	4.0W	
	Default interval	90 minutes	120 minutes	
Sleep mode	Power consumption	—		
	Default interval	—		

Duplex priority	One-sided→One-sided

Reference

For details about how to change the default interval, see "Timer Settings", General Settings Guide.

To change the settings of the Duplex Priority mode, see "User Tools Menu (Copier and Document Server Features)", Copy/Document Server Reference.

Recycled Paper

In accordance with the ENERGY STAR Program, we recommend use of recycled paper which is environmentally friendly. Please contact your sales representative for recommended paper.

Machine Type

This machine comes in three models which vary in copy speed. To ascertain which model you have, see the inside front cover.

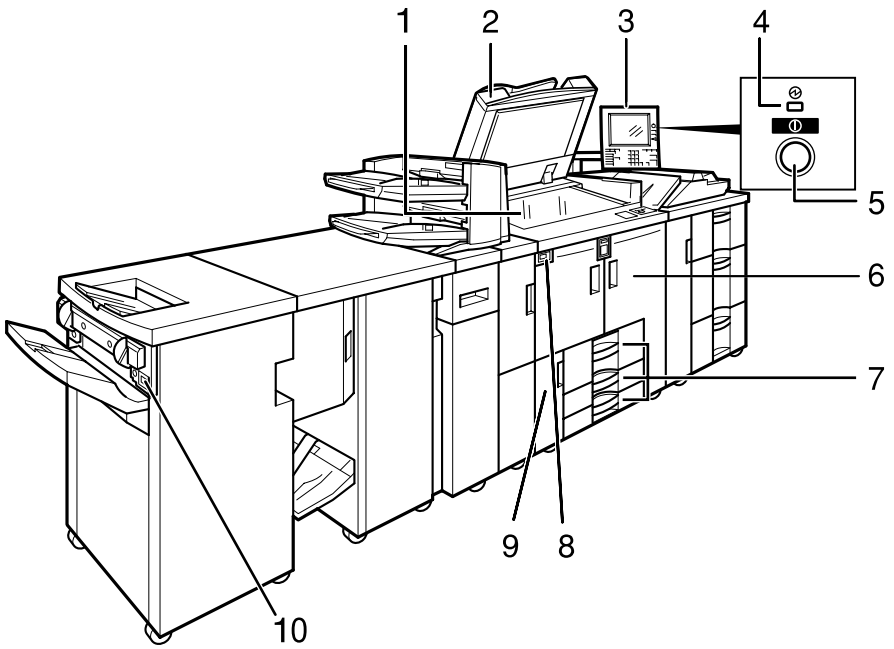
	Type 1	**Type 2**	**Type 3**
Copy speed	90 copies/minute; 180 copies/ minute for connect copy (A4□, $8\frac{1}{2}$" × 11"□)	110 copies/minute; 220 copies/ minute for connect copy (A4□, $8\frac{1}{2}$" × 11"□)	135 copies/minute; 270 copies/ minute for connect copy (A4□, $8\frac{1}{2}$" × 11"□)

1. Getting Started

This section describes how to start using this machine.

Guide to Components

This section introduces the names and functions of the components.



1. Exposure glass
Place originals face down here.

2. Auto Document Feeder (ADF)
Load a stack of originals here. They will be fed automatically one by one.

3. Control panel
See "Control Panel".

4. On indicator
This indicator lights when you press the operation switch.

5. Operation switch
Press this switch to turn the power on (the On indicator lights up). To turn the power off, press this switch again (the On indicator goes off).

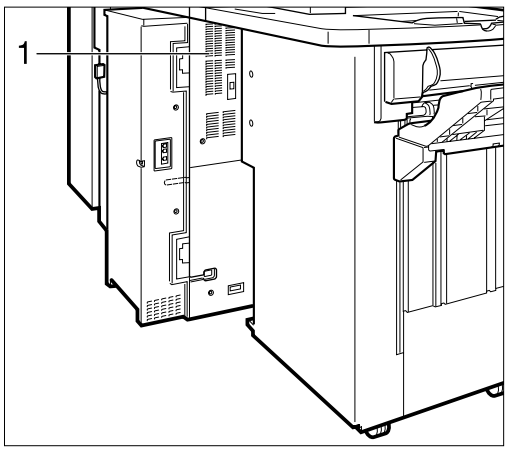
6. Front cover
Open to access the inside of the machine.

7. Paper tray (tray 1-3)
Load paper here.

8. Main power switch
If the machine does not operate after turning on the operation switch, check if the main power switch is turned on.

9. Toner cover
Open to change the toner container.

10. Suspend/Resume switch
Press to momentarily stop copying. Pressing again resumes the stopped operation.



1. Ventilation holes

Prevent overheating. Do not obstruct the ventilation holes by placing an object near it or leaning things against it. If the machine overheats, a fault might occur.

Reference

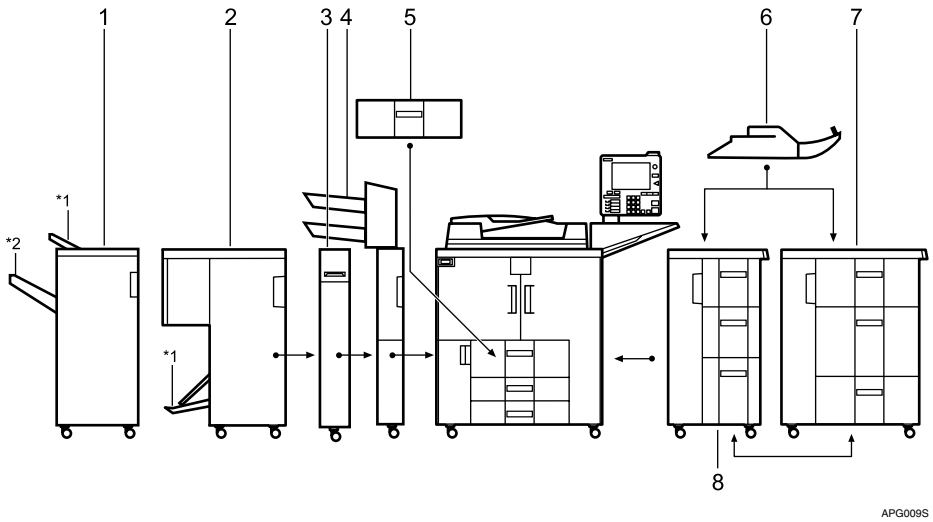
p.13 “Control Panel”

Options

This section introduces the names and functions of main optional parts.

External Options

This section provides explanations about external options.



1. Finisher SR5000

Sorts, stacks, staples and punches copies.

*1: Finisher upper tray

*2: Finisher shift tray

2. Booklet Finisher BK5000

The saddle stitch function can staple the copies in the centre and fold them into booklets.

*1: Finisher booklet tray

3. Z-folding unit

Makes two parallel folds on the copied paper, one of which faces in and the other facing out.

4. Interposer

Inserts cover or slip sheets into the copies.

5. A3/11" × 17" tray unit

You can load A3▱ or 11" × 17"▱ paper in tray 1 using this unit.

6. Multi bypass tray (Tray 7)

Use when copying or printing onto a thick paper, OHP transparency, and custom size paper.

7. Wide Large Capacity Tray (Wide LCT)

Holds 4,400 sheets of A3 or 11" × 17" sized paper.

8. Large Capacity Tray (LCT)

Holds 5,000 sheets of paper.

Note

❒ The punch function is not available for Type 3.

Internal Options

This section provides explanations about internal options.

1

- Printer/Scanner unit
  Allows you to use the printer and scanner functions.
- USB Host Interface
  Allows you to connect a variety of external devices.
- IEEE 1284 Interface Board
  Connects to an IEEE 1284 cable.
- IEEE 1394 interface board
  Allows you to connect to an IEEE 1394 cable.
- IEEE 802.11b Interface Unit
  Allows you to install a wireless LAN interface.
- File Format Converter
  Allows you to download documents from the Document Server stored by copier and printer functions. See "Downloading Stored Documents", Copy/Document Server Reference.
- Bluetooth
  Allows you to expand the interface.
- Copy Data Security Unit
  If a document containing embedded text for unauthorized copy guard is copied, protected pages are grayed out in the copy.
- DataOverWriteSecurity Unit
  Allows you to erase data on the hard disk.
- Copy Connector
  Allows you to connect copy function.
- Gigabit Ethernet (1000BASE-TX)
  Allows you to communicate with 1000BASE-TX.

Note

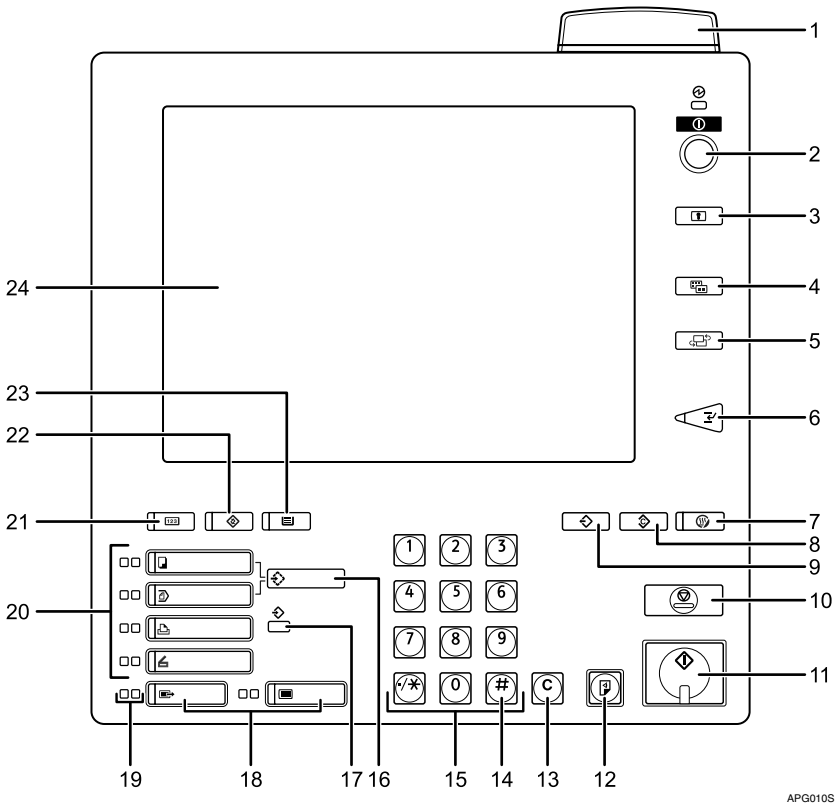
❒ You cannot simultaneously install two or more of the options below: IEEE 1284 Interface Board, IEEE 1394 interface board, IEEE 802.11b Interface Unit, and Bluetooth.

❒ Remove the machine's Ethernet and USB ports before connecting a USB Gigabit Ethernet.

Control Panel

This section introduces the names and functions of the components on the control panel.

This illustration shows the control panel of the machine with options fully installed.



1. Status indicator

Machine status is described by this indicator. By default, this indicator is turned off. You can select the status indicator lit or not.

- Off: The main power switch is turned off or ready to make copies.
- Flashing green: Scanning originals.
- Lit green: Copying (ready to scan originals).
- Flashing red: Toner has nearly run out.
- Lit red: Paper jam or other malfunction.

If the status indicator is blinking red, paper jam has occurred in the current copy job. Bring up the current job screen.

2. Operation switch

Press this switch to turn the power on (the On indicator lights up). To turn the power off, press this switch again (the On indicator goes off). See "Turning On the Power".

3.【Login/Logout】key

Press to log in or log out of the system.

4.【Simplified Display】key

Press to go to the Simplified Display screen. See "Simplified Display".

5.【Language Selection】key

Press to change the language of the display.

6. 【Interrupt】key

Press to make interrupt copies during a copy run. See "Interrupt Copy", Copy/Document Server Reference.

7. 【Energy Saver】key

Press to shift to and from Low Power mode. See "Saving Energy".

8. 【Clear Modes】key

Press to clear previously entered copy job settings.

9. 【Program】key (copier and scanner mode)

Press to register frequently used settings, or to recall registered settings.

10. 【Stop】key

Press to stop a job in progress.

11. 【Start】key

Press to start copying, or to scan or print documents stored on the Document Server.

12. 【Sample Copy】key

Press to make a single set of copies or prints to check for print quality before making multiple sets. See "Sample copy", Copy/ Document Server Reference.

13. 【Clear】key

Press to delete a number entered.

14. 【#】key (Enter key)

Press to enter a numerical value.

15. Number keys

Use to enter the desired number of copies, or data for a selected function.

16. 【New Job】key

Use this key to set up the next copy job while a copy job or storing data in the Document Server is in progress.

17. Data In indicator (printer mode)

Lights up when data is coming from the printer.

18. 【Registered Program】key/【Other Function】key

Calls up registered functions.

19. Function status indicators

These show the status of the functions.

- Green: active.
- Red: interrupted. Press the function key to change the display, and then follow the displayed instructions.

20. Function keys

Press to display the operation screen of one of the following functions:

- Copy
- Document Server
- Printer
- Scanner

The indicator of the selected function goes on. See "Changing Modes".

21. 【Counter】Key

Press to check or print the total number of copies made. See "Counter", General Settings Guide.

22. 【User Tools】key

Press to change the default settings and conditions to meet your requirements. See "Accessing User Tools (System Settings)", General Settings Guide.

23. 【Tray Paper Settings】key

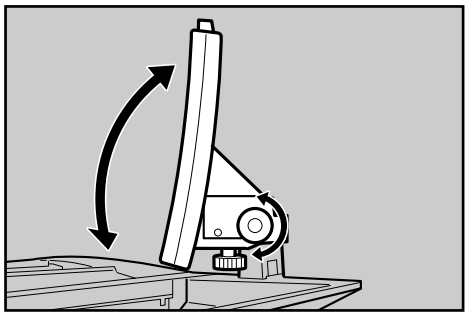
Specify the paper tray settings for delivery.

24. Display panel

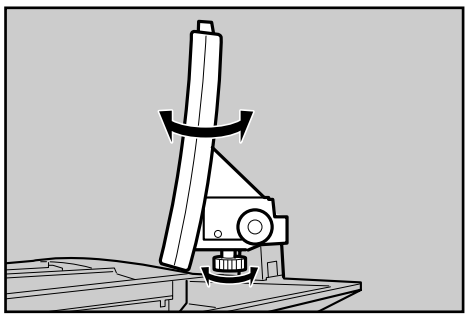
Shows the operation status, error messages, and function menus.

Note

❒ You can adjust the angle of the control panel.



APF059S



APF060S

Reference

p.26 “Saving Energy”
p.23 “Turning On the Power”
p.17 “Simplified Display”
p.22 “Changing Modes”
“Interrupt Copy”, Copy/Document Server Reference
“Sample copy”, Copy/Document Server Reference
“Counter”, General Settings Guide
“Accessing User Tools (System Settings)”, General Settings Guide

Display Panel

The display panel shows machine status, error messages and function menus.

The function items displayed serve as selector keys. You can select or specify an item by lightly pressing them.

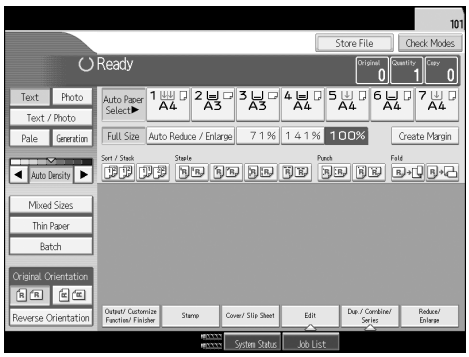
When you select or specify an item on the display panel, it is highlighted like Auto Density. Keys appearing as Backspace cannot be used.

Important

❒ A force or impact of more than 30 N (about 3 kgf) will damage the display panel.

By default the copying screen is displayed when you turn the power on.

The following display is of a machine with the options fully installed.

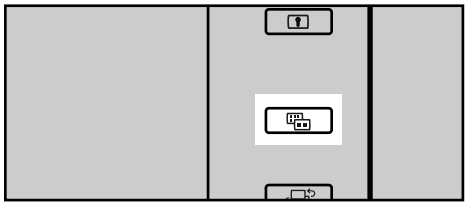


Simplified Display

This section explains how to switch to the simplified display.

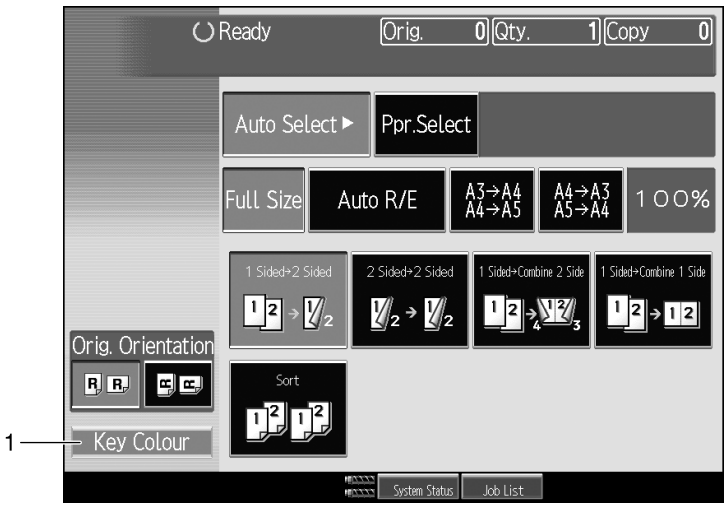
When you press the 【Simplified Display】 key, the screen changes from the initial display to the simplified display.

Letters and keys are displayed at a larger size, making operations easier.



APG011S

❖ Simplified Display



APG012S

1. [Key Colour]

Press to change the key colour and increase the brightness of the display panel.

Note

❒ To return to the initial display, press the 【Simplified Display】 key again.

❒ Certain keys do not appear on the simplified display.

When the Authentication Screen is Displayed

1

When Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set, the Authentication Screen appears on the screen. Unless a valid user name and password are entered, operations are not possible with the machine.

Important

❒ Consult the User Administrator about your login user name and login password. For details of the various types of user authentication, consult the respective administrators.

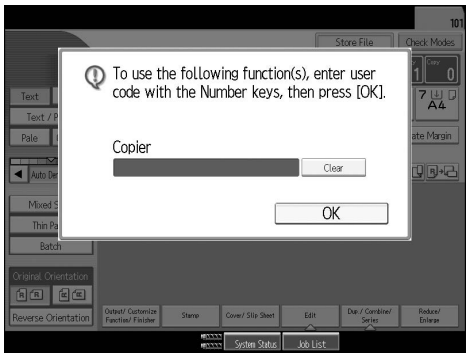
❒ When User Code Authentication is set, the screen for entering a user code is displayed instead.

Note

❒ "Authentication has failed." appears if the authentication failed. Check the login user name and login password.

User Code Authentication (Using the Control Panel)

When User Code Authentication is set, the following screen appears:



Enter a user code (up to eight digits), and then press **[OK]**.

Note

❒ To log off, do one of the following:

- Press the Operation switch.
- Press the **【User Tools】** key, press **[System Settings]**, and then press the **【User Tools】** key.
- Press the **【Energy Saver】** key after jobs are completed.

User Code Authentication (Using a Printer Driver)

When User Code Authentication is set, specify the user code in the printer properties of the printer driver. For details, see the printer driver Help.

Login (Using the Control Panel)

Follow the procedure below to log on when Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set.

1 **Press [Enter] for [Login User Name].**

2 **Enter a login user name, and then press [OK].**

3 **Press [Enter] for [Login Password].**

4 **Enter a login password, and then press [OK].**

5 **Press [Login].**

When the user is authenticated, the screen for the function you are using appears.

Note

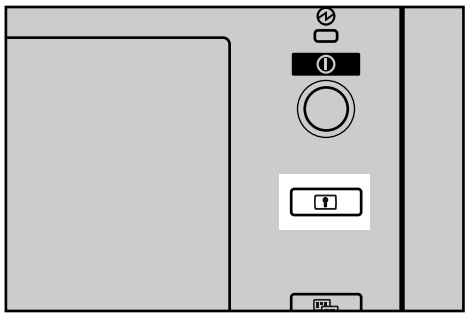
- ❒ "Authentication has failed."appears if the authentication failed. Check the login user name and login password.
- ❒ If user code authentication is enabled, a different screen appears. See "Authentication Information", General Settings Guide.

Log Off (Using the Control Panel)

Follow the procedure below to log off when Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set.

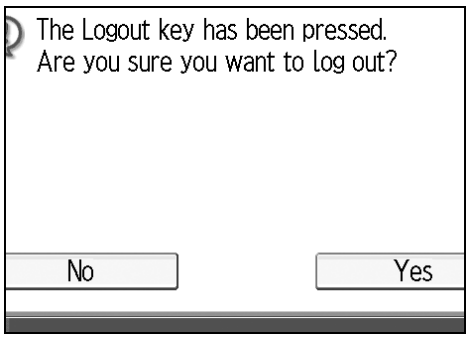
1

1 **Press the【Login/Logout】key.**



APG012S

2 **Press [Yes].**



Login (Using a Printer Driver)

When Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set, make encryption settings in the printer properties of the printer driver, and then specify a login user name and password. For details, see the printer driver Help.

Note

❒ When logged on using a printer driver, you do not have to log off.

Login (Using Web Image Monitor)

This section explains how to log onto the machine via Web Image Monitor.

1 **Click [Login].**

2 **Enter a login user name and password, and then click [Login].**

Note

❒ For user code authentication, enter a user code in **[User Name]**, and then click **[OK]**.

Log Off (Using Web Image Monitor)

1 **Click [Logout] to log off.**

Note

❒ Delete the cache memory in the Web Image Monitor after logging off.

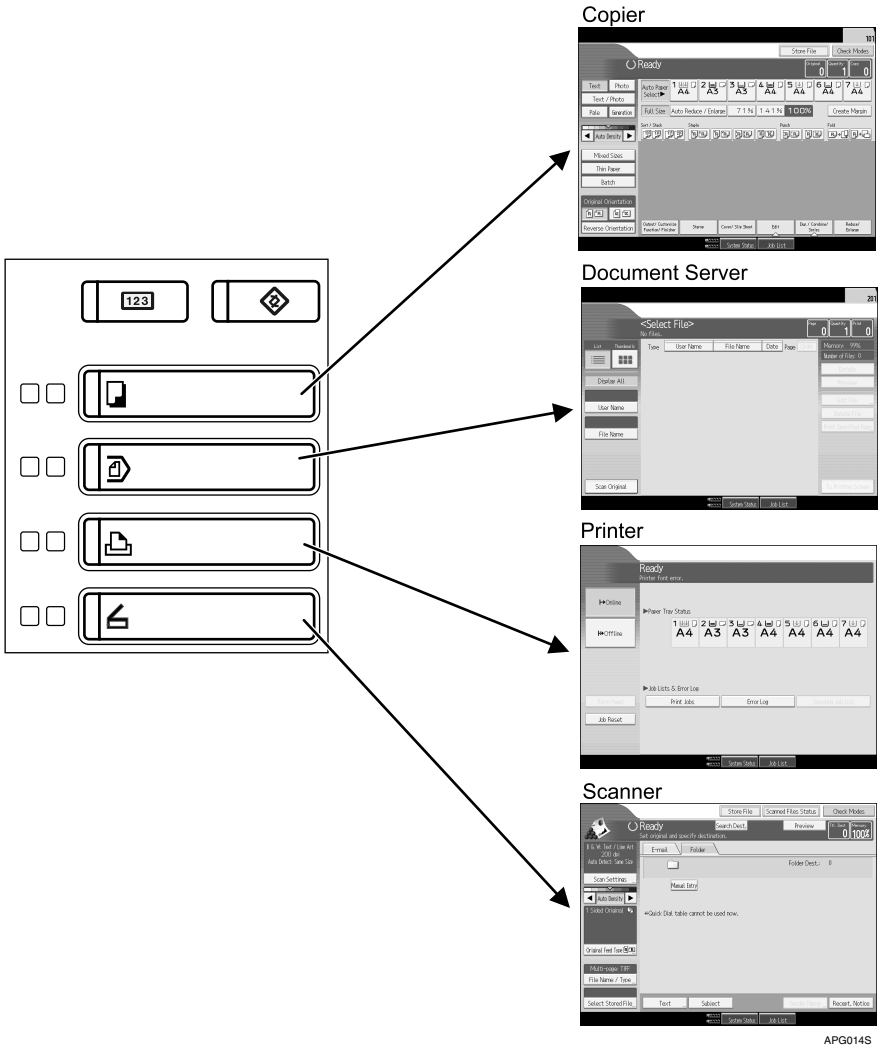
Changing Modes

1

Note

❒ You cannot switch modes during interrupt copying or initial setup.

❒ The copying screen is displayed as default after power on. You can change this default setting. For the setting procedure, see "General Features", General Settings Guide.



System Reset

The screen specified in "Function Priority" appears automatically or interrupt copying is cancelled, after a certain period of time has elapsed. This function is called "System Reset". See "General Features", General Settings Guide. You can change the System Reset time. See "Timer Settings", General Settings Guide.

Turning On the Power

This section discusses how to turn on/off the power.

❖ **Power supply**

This machine has two power switches: Operation switch and main power switch.

- Operation switch (right side of the control panel)
  Press to activate the machine. When the machine has finished warming up, you can make copies.
- Main power switch (left side of the machine)
  Turning off this switch will completely turn off power to the machine.

Note

❒ This machine automatically enters Energy Saver mode or turns itself off if you do not use it for a certain period. See "Timer Settings", General Settings Guide.

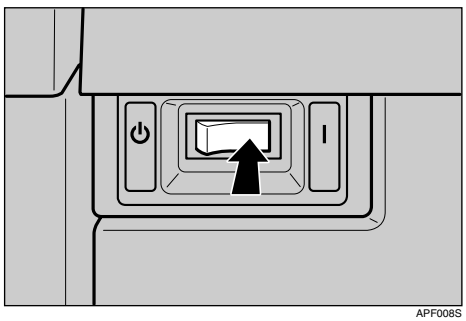
Turning On the Main Power

Turn on the main power as follows:

1 Make sure the power code is firmly plugged into the wall outlet.

2 Open the switch cover and turn on the main power switch.

The main power indicator turns on.



APF008S

Note

❒ Do not turn off the main power immediately after it has been turned on. Otherwise it may result in damage to the hard disk or memory, leading to the malfunctioning of the machine.

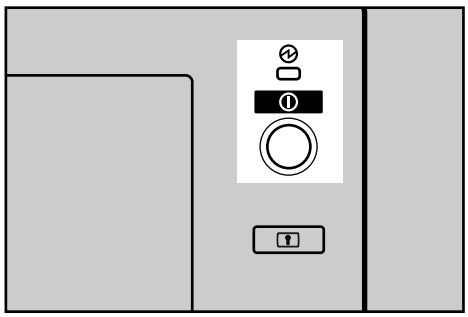
❒ When the message "`Functional problem detected. Press [Restart] after the current process. Repeat settings after the machine has restarted.`" is displayed, follow the instructions and press **[Restart]** at the bottom right-hand corner of the screen after the process is completed.

Turning On the Power

Turn on the power as follows:

1 Press the Operation switch.

The On indicator lights up.



APG015S

Note

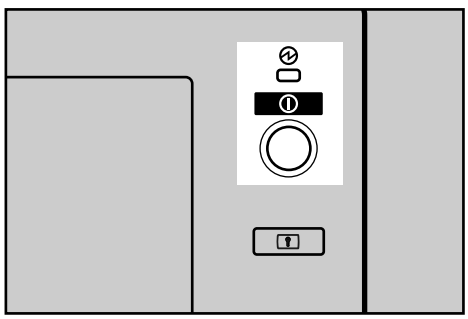
❒ If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If not, turn it on.

Turning Off the Power

Turn off the power as follows:

1 Press the Operation switch.

The On indicator goes off.



APG015S

Note

❒ In the following cases, the indicator will not go off but will instead blink when you press the operation switch:

- During communication with external equipment.
- When the hard disk is active.

Turning Off the Main Power

Turn off the main power as follows:

Important

❒ Do not turn off the main power switch when the On indicator is lit or blinking. Failure to observe this may result in damage to the hard disk or memory, leading to malfunction.

❒ Be sure to pull out the power cord only after you have turned off the main power switch. Not doing this may result in damage to the hard disk or memory.

1 **Make sure the On indicator is not lit.**

2 **Open the switch cover, and turn off the main power switch.**

The main power indicator goes off.

Note

❒ The On indicator does not go off, but blinks in direct dialing mode even if you press the Operation switch. When this happens, check the items below, and turn off the main power switch.

- the computer is not controlling the machine.

Saving Energy

This machine has the following two energy saving functions.

1

❖ Energy Saver

If you do not use the machine for a certain period after an operation, or when you press the 【**Energy Saver**】 key, the display disappears and the machine goes into Energy Saver mode. When you press the 【**Energy Saver**】 key again, the machine returns to the ready condition. The machine uses less electricity in Energy Saver mode.

You can change the amount of time the machine waits before switching to Energy Saver mode after copying has finished or the last operation is performed. See "Timer Settings", General Settings Guide.

❖ Auto Off

The machine automatically turns itself off when the job is finished, after a certain period of time has elapsed without any operation. This function is called "Auto Off".

You can change the Auto Off time. See "Timer Settings", General Settings Guide.

Note

❒ The Auto Off Timer function will not operate in the following cases:

- When a warning message appears
- When the service call message appears
- When paper is jammed
- When the cover is open
- When the "Add Toner" message appears
- When toner is being replenished
- When the User Tools/Counter/Enquiry screen is displayed
- When fixed warm-up is in progress
- When the printer or other functions are active
- When operations were suspended during printing
- When the Data In indicator is on or blinking
- When the sample print or locked print screen is displayed

Reference

"Timer Settings", General Settings Guide

This section describes how to enter characters.

Entering Text

When you enter a character, it is shown at the position of the cursor. If there is a character already at the cursor position, the entered character is shown before that character.

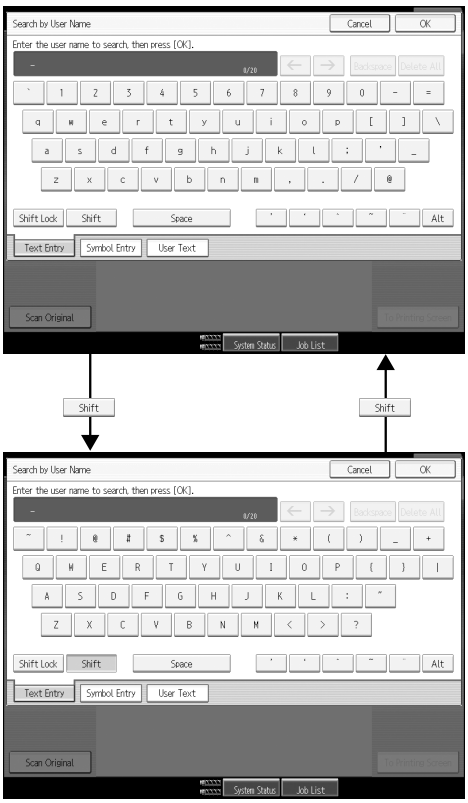
Available Characters

You can enter the following characters:

- Alphabetic characters
  ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
- Symbols
- Numerals
  0123456789

Keys

You can change the entry screen using the keys below.



APG016S

Note

❒ When entering uppercase or lowercase letters continuously, use **[Shift Lock]** to lock the case.

How to Enter Text

You can enter text as described below.

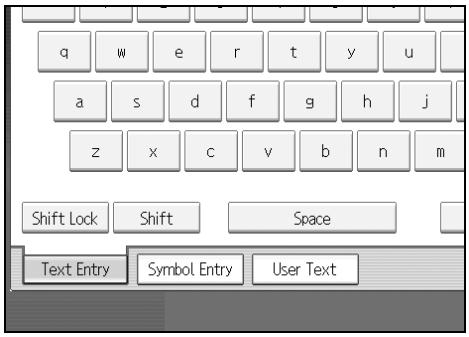
1. **Press [Shift] to switch between uppercase and lowercase.**
2. **Press the letters you want to enter.**

Deleting Characters

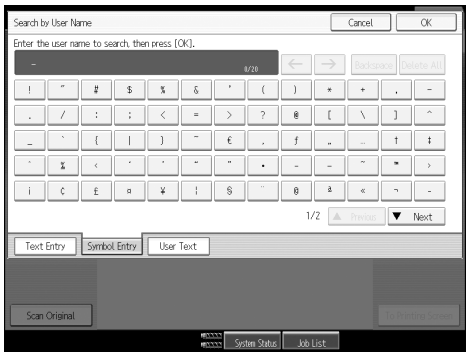
1. **Press [Backspace] or [Delete All] to delete characters.**

Entering Symbols

1. **Press [Symbol Entry] to enter into the Symbols mode.**



2. **Press the symbols you want to enter.**

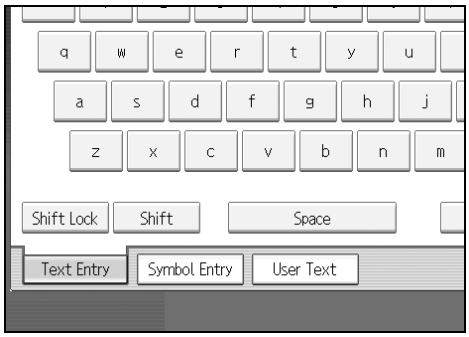


Selecting a User Text

You can select and use a User Text that is registered in **[Program / Change / Delete User Text]**.

For details about registering User Texts, see "General Features", General Settings Guide.

1 **Press [User Text].**



2 **Select the User Text you want to use.**

Reference

"General Features", General Settings Guide

3. Appendix

This section describes Dos and Don'ts, key accessories, copy paper, and consumables.

Dos and Don'ts

The following items should be followed during use of this machine.

⚠ ***WARNING:***

- ***Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.***

⚠ ***CAUTION:***

- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*

- Do not turn off the main power switch while the On indicator is lit or blinking. This may cause damage to the hard disk or memory.
- Do not touch areas on or around the fusing unit. These areas get hot.
- After scanning originals continuously, the exposure glass may become warm—this is not a malfunction.
- When you use this machine for a long time in a confined space without good ventilation, you may detect an odd smell. To keep the workplace comfortable, we recommend that you keep it well ventilated.
- The area around the ventilation hole may become warm. This is caused by exhaust air and is not a malfunction.
- Do not turn off the power when the machine is in operation.
- The machine might fail to produce good copy images if condensation forms inside due to rapid temperature change.
- Do not open the covers of the machine when it is in operation. If you do, misfeeds might occur.
- Do not move the machine when the power is on.
- If you operate the machine improperly or a failure occurs, settings might be lost. Be sure to make a note of your machine settings.
- The supplier shall not be liable for any loss or damage resulting from a failure of the machine, loss of settings, or use of the machine.

Reference

p.24 “Turning Off the Power”

p.25 “Turning Off the Main Power”

Software and Utilities Included on the CD-ROM

Three CD-ROMs come with this machine: “Printer Drivers and Utilities”, “Scanner/PostScript Drivers and Utilities”, and “Print version Manuals”. PS Driver is stored in “Scanner/PostScript Drivers and Utilities”. In “Print version Manuals”, manuals are stored in PDF format.

The following are included in the three separate CD-ROMs:

❖ **Font Manager 2000**
For installing new screen fonts, or organizing and managing fonts already in the system. For details about Font Manager 2000, see the manual on the CD-ROM labeled “Printer Drivers and Utilities”.

❖ **SmartDeviceMonitor for Admin**
For the system administrator to manage network printers.

❖ **DeskTopBinder-SmartDeviceMonitor for Client**
For users to manage their network print status.

❖ **1394 Utility**
For the optional IEEE 1394 interface unit. For details, see the Readme file or the manual provided with the optional IEEE 1394 interface unit.

❖ **Acrobat Reader**
This utility allows you to read PDF files (Portable Document Format).

❖ **Printer Utility for Mac**
This utility allows users to download and manage a variety of fonts as well as manage printers. For details about this utility, see PostScript Supplement.

Note

❒ Documentation about using the machine is included on the CD-ROM in PDF format. For details about using Acrobat Reader, see Acrobat Reader online Help.

Reference

SmartDeviceMonitor for Admin Help

DeskTopBinder-SmartDeviceMonitor for Client Help

Acrobat Reader online Help

Viewing the contents of the CD-ROM

Follow the procedure below to view the contents of the CD-ROMs.

1 **Insert the CD-ROM into the CD-ROM drive.**

The installer starts.

2 **Click [Browse This CD-ROM].**

Explorer starts and displays the contents of the CD-ROM.

Printer Drivers for This Printer

Printing requires installation of a printer driver for your operating system. The following drivers are included on the CD-ROM labeled "Printer Drivers and Utilities".

Printer Language	PCL 6	PCL 5e	RPCS	PostScript 3
Windows 95 *1	OK	OK	OK	OK *12
Windows 98 *2	OK	OK	OK	OK *12
Windows Me *3	OK	OK	OK	OK *12
Windows 2000 *4	OK	OK	OK	OK *13
Windows XP *5	OK	OK	OK	OK *13
Windows Server 2003 *6	OK	OK	OK	OK *13
Windows NT 4.0 *7	OK *11	OK *10	OK *10	OK *11 *12
Mac OS *8	–	–	–	OK *12
Mac OS X *9	–	–	–	OK *14

*1 Microsoft Windows 95 operating system
*2 Microsoft Windows 98 operating system
*3 Microsoft Windows Millennium Edition
*4 Microsoft Windows 2000 Advanced Server
Microsoft Windows 2000 Server
Microsoft Windows 2000 Professional
*5 Microsoft Windows XP Professional
Microsoft Windows XP Home Edition
*6 Microsoft Windows Server 2003 Standard Edition
Microsoft Windows Server 2003 Enterprise Edition
*7 Microsoft Windows NT Server operating system version 4.0, Microsoft Windows NT Workstation operating system version 4.0 in a computer using x86 processors.
*8 Versions 8.6 to 9.2 of the Mac OS (Mac OS X Classic mode is supported.)
*9 Mac OS X 10.1 or later (Native mode)
*10 Requires Service Pack 4 or later.
*11 Requires Service Pack 6 or later.
*12 The Adobe PostScript 3 printer drivers and PostScript Printer Description (PPD) files are included on the CD-ROM labeled "Scanner/PostScript Drivers and Utilities".

*13 The PostScript Printer Description (PPD) files are included on the CD-ROM labeled "Scanner/PostScript Drivers and Utilities".
*14 The Adobe PostScript Printer Description (PPD) installer is included on the CD-ROM labeled "Scanner/PostScript Drivers and Utilities".

❖ **PCL printer drivers**
Two kinds of PCL printer driver (PCL 5e and PCL 6) are included on the CD-ROM that comes with this machine. These drivers allow your computer to communicate with this machine via a printer language.

❖ **RPCS printer driver**
This printer driver allows the computer to communicate with the printer using a printer language. In addition to the conventional user interface, another preset user interface is provided.

❖ **Adobe PostScript Printer Drivers and PPD files**
Adobe PostScript printer drivers and the PPD files are included on the CD-ROM provided with this machine. Adobe PostScript printer drivers allow the computer to communicate with the printer using a printer language. PPD files allow the printer driver to enable specific printer functions.

❖ **PPD files**
PPD files are included on the CD-ROM provided with this machine. PPD files allow the printer driver to enable specific printer functions.

Note
❒ Some applications may require installation of the PCL 5e printer driver. In this case, you can install PCL 5e without having to install PCL6.

Reference
"Preparing the Machine", Printer Reference
PostScript 3 Supplement

TWAIN Driver

This section describes the file path to and system requirements of the TWAIN driver.

This driver is required to scan an original using a scanner. To use the machine as a network TWAIN scanner, this driver must be installed.

❖ **File path**
The following drivers are included on the CD-ROM labeled "Scanner/PostScript Drivers and Utilities" provided with this machine:

\DRIVERS\TWAIN

❖ **System requirements**

- Hardware
  PC/AT-compatible machines that support the following operating system properly
  Under Windows NT with RISC-based processors (MIPS R series, Alpha AXP, or PowerPC), this driver is not supported.
- Operating system
  Microsoft Windows 95/98/Me
  Microsoft Windows 2000/XP
  Microsoft Windows NT 4.0
  Microsoft Windows Server 2003
- Display resolution
  800 × 600 pixels, 256 colours or higher

DeskTopBinder Lite

This section explains the file path and system requirements of DeskTopBinder Lite.

DeskTopBinder is to be installed on the client computers for integration and management of various kinds of files such as scan files, files created with applications, and existing scan files. This software allows you to use various functions for stored scan files such as viewing stored files. Also, with the ScanRouter delivery software, you can view the files stored in in-trays of the delivery server or use other functions for stored files.

For details about the software installed with DeskTopBinder Lite, see "DeskTopBinder Lite", Scanner Reference.

❖ **File path**

The following drivers are included on the CD-ROM labeled "Scanner/PostScript Drivers and Utilities" provided with this machine:

\UTILITY\DESKV2

❖ **System requirements**

- Hardware
  PC/AT-compatible machines that support the operating system properly
- Operating system
  When installing all functions of DeskTopBinder.
  Microsoft Windows 98SE/Me/2000 Professional SP1 or later/2000 Server SP1 or later/2000 Advanced Server SP1 or later/XP Professional/XP Home Edition
  Microsoft Windows Server 2003 Standard Edition/Enterprise Edition

  When installing only SmartDeviceMonitor for Client
  Microsoft Windows 95 SP1/98/98SE/Me/2000 Professional SP1 or later/2000 Server SP1 or later/XP Professional/XP Home Edition Microsoft Windows Server 2003 Standard Edition/Enterprise Edition Microsoft Windows NT 4.0 SP5 or later

🔎 **Reference**

Scanner Reference

SmartDeviceMonitor for Admin

SmartDeviceMonitor for Admin is an application that uses TCP/IP and IPX/SPX to monitor network printers. It can monitor multiple network printers using IP address. We recommend that network administrators use this application.

❖ File path

SmartDeviceMonitor for Admin is stored in the following folder in the CD-ROM labeled "Printer Drivers and Utilities":

NETWORK\DEVMON\ADMIN\DISK1

Operating system	Protocol stack
Windows 95 / 98 / Me	TCP/IP provided with Windows 95 / 98 / Me IPX/SPX provided with Windows 95 / 98 / Me NetWare Client provided with Windows 95 / 98 Novell Client provided with Windows 95 / 98
Windows 2000	TCP/IP provided with Windows 2000 IPX/SPX provided with Windows 2000 NetWare Client provided with Windows 2000 Novell Client provided with Windows 2000 or Windows NT
Windows XP	TCP/IP provided with Windows XP IPX/SPX provided with Windows XP NetWare Client provided with Windows XP Novell Client provided with Windows XP
Windows Server 2003	TCP/IP provided with Windows Server 2003 IPX/SPX provided with Windows Server 2003 NetWare Client provided with Windows Server 2003 Novell Client provided with Windows Server 2003
Windows NT 4.0	TCP/IP provided with Windows NT IPX/SPX provided with Windows NT Client Service for NetWare provided with Windows NT Novell Client provided with Windows 2000 or Windows NT

❖ Available functions

SmartDeviceMonitor for Admin has the following functions to check:

- printer supplies such as paper or toner;
- results of print jobs executed from the computer.

Reference

Network Guide

SmartDeviceMonitor for Admin Help

DeskTopBinder-SmartDeviceMonitor for Client

DeskTopBinder-SmartDeviceMonitor for Client allows you to manage and print various data such as files created with an application, images scanned with a scanner, and existing images as one document.

❖ File path

DeskTopBinder-SmartDeviceMonitor for Client is stored in the following folder on the CD-ROM labeled "Printer Drivers and Utilities":
NETWORK\DEVMON\CLIENT\DISK1

❖ Operating environment of the printer driver

- Applicable computer
  Machines which properly work with the applicable OS below. PC/AT compatible machine.
- Applicable OS
  Microsoft Windows 98SE/Me
  Microsoft Windows 2000/XP
  Microsoft Windows Server 2003

Note

❒ See "DeskTopBinder Lite", Scanner Reference or Help of DeskTopBinder-SmartDeviceMonitor for Client.

❒ DeskTopBinder includes SmartDeviceMonitor for Client. See Help of DeskTopBinder-SmartDeviceMonitor for Client.

Copy Paper

This section describes recommended paper sizes and types, unusable paper, and paper storage.

Recommended Paper Sizes and Types

The following table shows recommended types, sizes, and capacity of copy paper loadable in each tray.

Important

❒ If you use damp or curled paper, a staple clogging or paper jam may occur.

❖ Tray 1 (Tandem tray)

Paper Type and Weight	Metric Version	Inch Version	Paper Capacity *6
52.3-216 g/m^2 (14-57.6 lb.)	*1 A4 ▯, 8 1/2" × 11" ▯		1,000 sheets × 2

❖ Tray 1 (Optional A3/11" × 17" Tray Unit)

Paper Type and Weight	Metric Version	Inch Version	Paper Capacity *6
52.3-216 g/m^2 (14- 57.6 lb.)	*2 A3▭, 11" × 17"▭		1,000 sheets
	*3 B4 JIS▭, A4 ▯▭, 8 1/2" × 14"▭, 8 1/2" × 11" ▯▭, 12" × 18"▭		

❖ Tray 2, 3

Paper Type and Weight	Metric Version	Inch Version	Paper Capacity *6
52.3-216 g/m^2 (14-57.6 lb.)	*2 A3▭, A4 ▯▭, A5 ▯▭, 8 1/2" × 13"▭, 8 1/4" × 13"▭, B4 JIS▭, B5 JIS ▯▭, 11" × 17"▭, 8 1/2" × 14"▭, 8 1/2" × 11" ▯▭, 5 1/2" × 8 1/2" ▯▭, 8" × 13"▭, 7 1/4" × 10 1/2" ▯▭, 8K▭, 16K ▯▭, 12" × 18"▭		500 sheets
	*3 11" × 15"▭, 10" × 15"▭, 11" × 14"▭, 8 1/4" × 14"▭, 10" × 14"▭, 8" × 10"▭		
	*4 Custom size Vertical: 139.7-330.2 mm Horizontal: 139.7-458 mm	*4 Custom size Vertical: 5.5"-13.0" Horizontal: 5.5"-18.03"	

❖ Multi Bypass Tray (tray 7)

Paper Type and Weight	Metric Version	Inch Version	Paper Capacity *6
52.3-216 g/m² (14-57.6 lb.)	*2 A3, B4 JIS, A4, B5 JIS, A5, A6, 11" × 17", 8 1/2" × 11", 5 1/2" × 8 1/2", 12" × 18", 8" × 13"	*2 A3, B4 JIS, A4, B5 JIS, A5, A6, 11" × 17", 8 1/2" × 11", 5 1/2" × 8 1/2", 8" × 13", 12" × 18"	500 sheets
	*3 B5 JIS, B6 JIS, 8 1/2" × 11", 5 1/2" × 8 1/2", 8 1/2" × 14", 8 1/2" × 13", 8 1/4" × 13", 10 1/2" × 7 1/4", 11" × 15", 10" × 14", 8 1/4" × 14", 8" × 10", 8K, 16K	*3 A4, B5 JIS, A5, B6 JIS, 8 1/2" × 14", 8 1/2" × 13", 8 1/4" × 13", 10 1/2" × 7 1/4", 11" × 15", 10" × 14", 8 1/4" × 14", 8" × 10"	
	*4 Custom size Vertical: 100-330.2 mm Horizontal: 139.7-458 mm	*4 Custom size Vertical: 3.94"-13.0" Horizontal: 5.5"-18.03"	
Translucent paper	A3, B4 JIS, A4, B5 JIS, A4, B5 JIS		*7
OHP transparencies *5	A4, 8 1/2" × 11", A4		*7
Postcards *5	100 × 148 mm		*7
Label paper (adhesive labels)	B4 JIS, A4, A4		

❖ Large Capacity Tray (LCT) (Optional) Tray 4, 5

Paper Type and Weight	Metric Version	Inch Version	Paper Capacity *6
52 - 216 g/m² (14 - 57.6 lb.)	*2 A4, A5, B5 JIS, 8 1/2" × 11", 5 1/2" × 8 1/2"		1,000 sheets

❖ Large Capacity Tray (LCT) (Optional) Tray 6

Paper Type and Weight	Metric Version	Inch Version	Paper Capacity *6
52 - 163 g/m² (14 - 43.4 lb.)	*3 A4, A5, B5 JIS, 8 1/2" × 11", 5 1/2" × 8 1/2"		2,550 sheets

❖ Wide Large Capacity Tray (Wide LCT) (optional) Tray 4, 5, 6

Paper Type and Weight	Metric Version	Inch Version	Paper Capacity [*6]
52 - 216 g/m^2 (14 - 57.6 lb.)	[*2] A3, B4 JIS, A4, B5 JIS, A5, 11" × 17", 8$^1/_2$" × 11", 5$^1/_2$" × 8$^1/_2$", 12" × 18", 8" × 13"	[*2] A3, B4 JIS, A4, B5 JIS, A5, 11" × 17", 8$^1/_2$" × 11", 5$^1/_2$" × 8$^1/_2$", 8" × 13", 12" × 18"	Tray 4, 6: 1,000 sheets Tray 5: 2,000 sheets
	[*3] B5 JIS, B6 JIS, A6, 8$^1/_2$" × 14", 8$^1/_2$" × 11", 5$^1/_2$" × 8$^1/_2$", 8$^1/_2$" × 13", 8$^1/_4$" × 13", 10$^1/_2$" × 7$^1/_4$", 11" × 15", 10" × 14", 8$^1/_4$" × 14", 8K, 16K	[*3] A4, B5 JIS, A5, B6 JIS, A6, 8$^1/_2$" × 14", 8$^1/_2$" × 13", 8$^1/_4$" × 13", 10$^1/_2$" × 7$^1/_4$", 11" × 15", 10" × 14", 8$^1/_4$" × 14"	
	[*4] Custom size Vertical: 100-330.2 mm Horizontal: 139.7-458 mm	[*4] Custom size Vertical: 3.94"-13.0" Horizontal: 5.5"-18.03"	

[*1] The paper tray fence is fixed. If you wish to change the size of paper placed in this tray, contact your service representative.
[*2] The paper size is detected automatically.
[*3] Select the paper size in System Settings. See "Paper Tray Settings", General Settings Guide.
[*4] If you want to copy onto custom size paper, select the size using the Tray Paper Setting function. See "Paper Tray Settings", General Settings Guide.
[*5] If you want to copy onto OHP transparencies or thick paper, select "OHP (Transparency)" or "Thick Paper". See "Paper Tray Settings", General Settings Guide.
[*6] When loading paper, make sure the stack height does not exceed the upper limit mark of the paper tray. The amount of paper that can be set is 11 mm/100 sheets approximately. See "Placing Originals", Copy/Document Server Reference.
[*7] When setting copy paper, make sure the stack height does not exceed the limit mark. The maximum number of sheets you can set at once depends on the paper's thickness and condition.

Note

❒ When loading paper in the paper trays 1-3, place the copy side face down.

❒ When loading paper in the multi bypass tray, the Large Capacity Tray (LCT) or Wide Large Capacity Tray (Wide LCT), place the copy side face down.

❒ When using the multi bypass tray, the maximum custom width differs depending on which tray is nstalled:

- Large Capacity Tray (LCT): 305.0 mm (12")
- Wide Large Capacity Tray (Wide LCT): 330.2 mm (13")

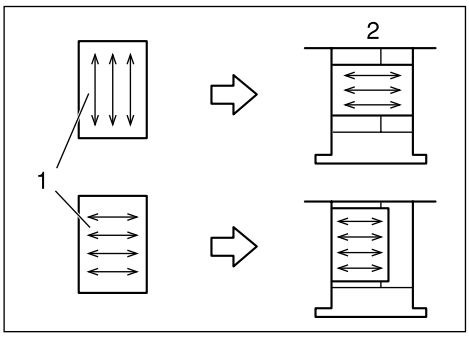
❒ When you load OHP transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur. Set the paper direction to ⊐. For details, see Copy/Document Server Reference.

❒ When you use OHP transparencies, fan them for each use.

❒ If multiple sheet feeding occurs, load sheets one by one.

❒ If you load paper of the same size in the same direction in two or more trays, the machine automatically shifts to the other tray when the first tray in use runs out of paper. This function is called Auto Tray Switching. (However, if the Paper Type of one tray is recycled or special paper, the settings of the other trays must be the same for the Auto Tray Switching function to work.) This saves interrupting a copy run to replenish paper when making a large number of copies. See "General Features" and "Tray Paper Settings", General Settings Guide.

❒ When you want to copy onto translucent paper or paper lighter than 20 lbs, 80 g/m^2, set the paper as shown in the following illustration. Not doing so might cause a paper jam, marked edges or the paper edges to be folded.

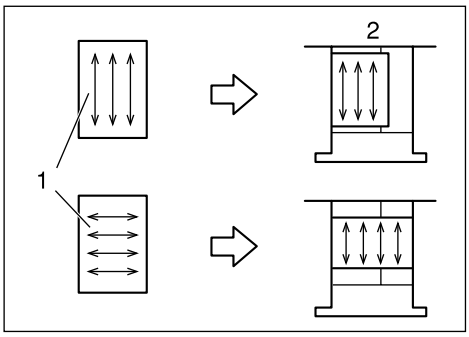


GCYSET1E

① Direction of paper grain

② How to set the copy paper in the paper tray

❒ If you want to set 20 lbs, 80g/m^2 or heavier paper, set the paper as shown in the following illustration.



GCYSET2E

① Direction of paper grain

② How to set the copy paper in the paper tray

❒ If you load recycled or special paper in the paper trays and use the Tray Paper Settings, this function is not available with these trays unless their settings are identical.

❒ Feeding B5 ▯, A5 ▯, or $8^1/_2$" × $5^1/_2$" ▯ paper into the machine might cause a marked edge or a misfeed. In this case, change the orientation or turn over the paper stack in the paper tray.

❒ When you use the multi bypass tray, it is recommended to set the copy paper direction to ▯.

❒ When you load label paper, set the paper direction to ▯.

Unusable Paper

This section describes paper unusable on this machine.

⚠ ***CAUTION:***

- *Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or machine failure.*

Important

❒ Do not use any of the following kinds of paper or a fault might occur:

- Paper for inkjet printers
- Thermal fax paper
- Art paper
- Aluminum foil
- Carbon paper
- Conductive paper
- Paper with perforated lines
- Hemmed paper
- Envelopes

❒ Do not copy on the side of paper that has been already copied onto, or misfeed might occur or a fault might occur.

To prevent misfeeds, do not use the following kinds of paper:

- Bent, folded, or creased paper
- Perforated paper
- Slippery paper
- Torn paper
- Rough paper
- Thin paper with low stiffness
- Paper with a dusty surface

If you copy onto rough grain paper, the image might be blurred.

Paper Storage

This section describes how to store paper.

- When storing paper, the following precautions should always be followed:
  - Do not store paper where it will be exposed to direct sunlight.
  - Avoid storing paper in humid areas (humidity: 70% or less).
  - Store on a flat surface.
- Do not store paper vertically.
- In high temperature/high humidity conditions or low temperature/ low humidity conditions, store paper in a vinyl bag.

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CE

Declaration of Conformity

"The Product complies with the requirements of the EMC Directive 89/336/EEC and its amending directives and the Low Voltage Directive 73/23/EEC and its amending directives."

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

| means POWER ON.

○ means POWER OFF.

⏻ means STAND BY.

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- The product name of Windows® 98 is Microsoft® Windows® 98
- The product name of Windows® Me is Microsoft® Windows® Millennium Edition (Windows Me)
- The product names of Windows® 2000 are as follows:
  Microsoft® Windows® 2000 Advanced Server
  Microsoft® Windows® 2000 Server
  Microsoft® Windows® 2000 Professional
- The product names of Windows® XP are as follows:
  Microsoft® Windows® XP Professional
  Microsoft® Windows® XP Home Edition
- The product names of Windows Server™ 2003 are as follows:
  Microsoft® Windows Server™ 2003 Standard Edition
  Microsoft® Windows Server™ 2003 Enterprise Edition
  Microsoft® Windows Server™ 2003 Web Edition
- The product names of Windows NT® are as follows:
  Microsoft® Windows NT® Server 4.0
  Microsoft® Windows NT® Workstation 4.0

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Operating Instructions About This Machine